

## **Montana Even Start Family Literacy Programs**

### ***POLICIES***

**June 23, 2005**

*Revised 1/08*

#### **Policy 1:**

A Montana Even Start grant application must earn a minimum of 70 percent of the total points to be considered for funding.

Each new site considered for funding will receive a site visit from the State Even Start Coordinator and the State Even Start Evaluator to assure the site is capable of implementing an Even Start Program.

#### **Policy 2:**

Montana Even Start Programs may lose State funding according to the following process:

- State Coordinator and State Evaluator meet to review annual Performance Indicators after June 30.
- If a Program fails to meet the Performance Indicators, the Program will be notified in writing that the Program status is, “in need of improvement” by the State Coordinator.
- The State Coordinator, State Evaluator and Local Program Coordinator will meet to develop goals and a work plan. The Program has until June 30 (one year) to meet the goals identified in the work plan. The State Coordinator may assign an outside consultant to provide technical assistance to the Program.
- Program status will be assessed mid-way through the “improvement” year (December 31) for the purpose of gauging progress toward meeting the identified goals.
- The State Coordinator and State Evaluator will meet to determine if goals have been met at the end of the Program year (June 30).
- If a Program fails to meet the Performance Indicators, the Program will be notified in writing by the State Coordinator that the Program will no longer receive State funding.
- The Program may request that a Review Panel be convened to review all relevant documentation to confirm the decision to terminate State funding.

#### **Policy 3:**

In the event that Montana Office of Public Instruction Title I Part B Even Start experiences a decrease or elimination in federal funding, the following process will be implemented:

- The State Coordinator will notify, in writing, all Montana Even Start Program Coordinators of the amount of the decrease or elimination in federal funding.
- If funding is decreased, each Program will also be notified as to how many Programs could continue to be supported.
- Each Program will respond to the State Coordinator in writing, stating whether or not the Program wishes to submit a competitive application for state-allocated funds.
- A Review Panel, minimally comprised of the State Coordinator, State Evaluator, a representative from Program Management, and a representative from each educational area (Adult Education, Early Childhood Education, and Parenting Education/PACT),



will determine if the submitted applications meet the minimum criteria. Applications will also be rank ordered to determine what applications will be funded.

